

# *Program Approval Guidelines for Military Enclaves*



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## **PREFACE**

The following program approval process has been developed to assist in the development of new academic degree programs in the state of New Jersey on military enclaves. By addressing such topics as program objectives, need, curriculum, students, and faculty, the approval guidelines are intended to assist program planning, facilitate review, and ensure quality offerings.

Should you have questions or seek clarification with regard to any part of the approval or review process, please contact the staff of the State Approving Agency (SAA) at (609) 530-6849.

All degree granting institutions will prepare a Program Announcement (PA) document for every new degree program under consideration. In addition, institutions should submit the additional requirements of Title 38 (Appendix I). The PA will include the following items in order to facilitate the work of the State Approving Agency:

1. Basic descriptive information about the program.
2. Statement of need.
3. Description of any special resource requirements.
4. Statement regarding the proposed program's relevance to institutional mission.

The institution's governing board may choose to approve the Program Announcement at this point in the process.

At some point prior to program approval by the institution's governing board, the institution will engage an independent external consultant to review the proposed program and prepare a written report. In selecting the consultant, the institution should attempt to follow the suggested guidelines attached to this document (Appendix II) and forward the name and resume of the consultant to the SAA for review. If the institution has difficulty selecting a qualified consultant, the SAA may assist with this process. Once a qualified consultant has been chosen, SAA personnel will accompany the consultant together with college officials on the site visit as an observer.

The proposing institution's governing board will pass a resolution approving the new program. The institution will send copies of the board resolution to the State Approving Agency with such additional information as the institution deems appropriate and necessary. Thus, the complete file submitted to the State Approving Agency will include the PA, the governing board's resolution and the consultant's report. It is now left to the State Approving Agency to discharge its responsibilities with respect to approval for veterans training.

If the SAA determines that the petition is of high quality, this information will be conveyed to the proposing institution and the program may be implemented.

Notification of completion of the review process for all new degree programs will be sent by the State Approving Agency to the Commission on Higher Education for record keeping purposes.

## **Program Announcement Document**

Program Announcement documents are intended to request State Approving Agency review of proposed academic degree programs to be offered on military enclaves by licensed institutions of higher education.

### **Basic Information**

The PA must include the following information according to the format below and should be no more than five to six pages in length.

1. Name of institution and date.
2. Name of new program(s) and proposed precise degree designation, including the abbreviation of the degree, curricula outline including length of program and number of credits (or class hours if individual courses are not counted in credits).
3. Indicate at which site(s) the program will be offered.
4. Provide the month and year the program would be scheduled to begin.
5. Indicate whether or not licensure would be required for graduates of the program to gain employment in the program discipline.
6. List the institutions with which you intend to arrange articulation agreements.
7. Indicate if accreditation will be sought for this program and if so from what body.

### **Descriptive Information**

#### **I. Objectives**

Briefly summarize the program and indicate its objectives; e.g., the nature and focus of the program, the knowledge and skills students will acquire, any cooperative arrangements with other institutions or external agencies in offering the program, etc.

#### **II. Need**

- A. Provide justification of the need for this program. If the programs falls within the liberal arts and sciences and does not specifically prepare students for a career, then provide evidence of student demand and indicate opportunities for students to pursue advanced study (if the degree is not terminal with regard to further education). If the program is career-oriented or professional in nature, then in addition to student demand give evidence of labor market need and results of prospective employer surveys. Report labor market need as appropriate on local, regional, and national bases. Specify job titles and entry-level positions for program graduates, and/or indicate opportunities for graduates to pursue additional studies.

- B. Describe the relationship of the program to the following:  
institutional master plans and priorities.
- C. List similar programs within the state and in neighboring states. How does  
this program compare to those currently being offered?
- D. For doctoral programs: Supply a select list of distinguished programs  
nationally in this discipline.

### **III. Students**

Estimate anticipated enrollments from the program's inception until a steady state or optimum enrollment is reached.

### **IV. Program Resources**

Describe the resources needed to implement and operate the program during the program's first five years, e.g., the number of full-time faculty, number of adjunct faculty, computer equipment, print and non-print material, etc.

## **Additional Program Review Guidelines Concerning Terminations, Nomenclature Changes and Options**

### **1. Termination of a Program**

If an institution decides to terminate a program, that action will be formally accomplished by a resolution of the governing board.

A copy of the resolution will be sent to the State Approving Agency for review and to revise the institution's approval with a plan for closing out the program to enrolled students and the disposition of program and student records.

### **2. Change in Nomenclature**

If an institution decides to change the nomenclature of a program, that action will be formally accomplished at the college or university level.

Nomenclature changes will be sent to the State Approving Agency for review and to revise the institution's approval.

### **3. Initiation of a Program Option**

If an institution decides to introduce a new program option, that action will be formally accomplished pursuant to the process in place at the institution for the approval of options.

Notice of the new option will be sent by the institution to the State Approving Agency for review and to revise the institution's approval.

**Appendix I**  
**Additional Requirements**  
**Title 38, United States Code**

1. Copy of signed Memorandum of Understanding with Commanding Officer
2. Name and address of Chief Administrative Officer
3. Accreditation status (Regional, National, Specialized)
4. State licensure (date of initial licensure plus the following information)
5. Form of institution: Non-Profit Institution, Profit Institution, Individual Proprietorship Partnership, or Other (Specify)
6. If a partnership or corporation, give names and addresses of partners, trustees, and officers
7. If Public Non-Profit, give names and addresses of Board of Trustees
8. If proprietary school, most recent financial statement
9. Legal date school commenced operation
10. School calendar (specifying all legal holidays, vacations, beginning and ending dates of each semester, quarter, or term and other important dates)
11. Class schedule(s) for current academic year
12. List names and addresses of off-campus sites/branches where some or all of the course(s) or program(s) are to be offered
13. Sample of school advertising
14. Full resumes of all projected faculty members
15. Full resume and job description of on-site coordinator
16. Three copies of the institution's catalog certified with the following statement, "This certifies the (*name of document*) to be true and correct in content and policy." The statement is to be signed and dated by an authorized official of the institution. This statement must also be included with any supporting materials or addenda to the catalog. The catalog, and/or addenda, must provide detailed policies or procedures for:
  - A. Name of program(s) and degree designation under consideration for approval; curricula outline and length of program in credit hours or equivalent clock hours
  - B. Tuition, fees, and other charges
  - C. Refund policy
  - D. Admissions requirements
  - E. Method and procedures for evaluating previous education and training
  - F. Graduation requirements
  - G. Grading policy
  - H. Attendance policy
  - I. Standards of academic progress; At a minimum the following must be included: method of recording and reporting grades; minimum grades considered satisfactory; minimum level of achievement necessary to graduate; probation and dismissal policies; conditions for re-admission following dismissal, if applicable
  - J. Policy on student conduct; At a minimum the policy must state prohibited actions and sanctions imposed by the institution for violations

## **Appendix II**

### **New Jersey Department of Military & Veterans Affairs State Approving Agency for College Level Programs Suggested Guidelines for the Selection of Consultants**

#### **Requirements of all Consultants**

No past or present professional relationship with the institution proposing a new program that might imply a (perceived or real) conflict of interest.

#### **Criteria to be Considered in the Selection of Consultants**

Terminal degree in relevant field from an accredited institution.

Academic experience (administration and/or teaching) in the field.

Research experience (where appropriate); publications, including books, articles in reference journals; recipient of research grants from government agencies, foundations, etc.

Appropriate professional experience in relevant field(s) if program to be reviewed has professional orientation (e.g., engineering, social work, law).

Knowledge of the state of the art of the field.

Familiarity with standards for academic programs developed by professional accrediting agencies.

Familiarity with existing programs (in addition to consultant's own program).

Awareness of employment possibilities of graduates.

Holding appropriate administrative position within an institution (e.g., chairperson of a department, director of a program, dean).

Knowledge of budgeting and financial matters - of critical importance if program to be reviewed would be expensive or represent a major shift in an institution's educational mission.

Recommended by a representative of an appropriate professional or accrediting body.

Experience in evaluating academic programs.

Affiliation with a similar program of recognized excellence.

## **Outline for Consultant's Report on New Academic Programs**

### **Format of Report**

The consultant should submit a written evaluation of the program. This report should:

1. Address all concerns raised in the State Approving Agency's charge, and other issues identified in the course of the review
2. Include a specific recommendation to the State Approving Agency

The consultant may recommend:

- a. Approval
- b. Approval with minor modification by the institution
- c. Non-approval unless major modifications are implemented
- d. Non-approval for stated reasons

### **Objectives**

Describe whether or not the objectives and underlying principles of the program are sound and clearly stated. Discuss whether or not the program is consistent with the institution's programmatic mission and educational goals.

### **Need for Program**

Analyze the need for this program (e.g., student demand), and indicate why it is likely or unlikely that students will be able to secure employment and/or continue advanced study upon graduation.

In the case of career programs: Do the results of market surveys indicate a sufficient level of student demand to justify the creation of the proposed program? Do employment projections indicate a sufficient number of job opportunities in the region and the state to justify the creation of the program? (Please explain)

### **Educational Program**

Discuss the distribution and nature of required courses, electives, and research (if appropriate) in terms of meeting the objectives of the program. Compare and contrast the proposed curriculum with recognized programs of quality at other institutions, if appropriate.

Are the instructional modes and credit distribution consistent with the objectives of the curriculum? (Please explain)

Does the curriculum represent a suitable approach to professional study in the particular field, if appropriate? (Please explain)

Does the curriculum meet certification and/or accreditation standards, if appropriate? (Please explain)

Are the requirements for admission to the program clearly defined and appropriate to ensure a student body capable of meeting the objectives of the program, without such requirements being artificially strict, rigid, or discriminatory? (Please explain)

Discuss whether or not standards for completion of the program are clearly defined and consistent with the objectives of the program.

Discuss whether or not an appropriate mechanism for transfer students to enter the program exists and comment upon the suitability of any articulation arrangements between this and other existing programs.

If other academic units within the institution are to provide educational services to the program, describe whether or not their commitment to participate is consistent with offering a program of quality in this field.

If a program has a clinical component, discuss the adequacy of facilities and the arrangements to support the objectives of the program.

### **Program Resources**

Discuss the adequacy of the following factors, and indicate if they are consistent with offering a program of high quality:

1. Counseling and advisement to be provided to students
2. Support personnel (e.g., administrative assistants, bookkeepers, and technicians)
3. Financial resources (e.g., faculty, equipment, library support for the program, research)
4. Classroom, laboratory, special facilities, and equipment intended to support the program
5. Library holdings and other available library resources
6. Computer facilities and other available computer resources
7. Administrative structure, is it sufficient and reasonable to support the program

### **Faculty**

Describe whether or not the faculty possesses the appropriate (terminal) degrees and other academic credentials to provide a program of high quality.

Comment upon the faculty's involvement in research, teaching, scholarship, creative activity, and community service and whether or not it is appropriate to the discipline and to the proposed program.

Discuss whether or not the number of faculty and the amount of time to be devoted by each to the program are compatible with the goal of offering a program of quality.



**Application for Veterans Training Approval of  
Distance Education Programs**

**Accreditation Status:**

Is the institution accredited at the collegiate level by a nationally recognized accrediting agency or association as published by the Secretary of Education. NOTE: Candidate status is not considered to be accredited. Indicate the date full accreditation was attained and the granting agency/association.

**Definition:**

Physical presence means that an entity offers credit-bearing courses from or conducts some portion of the learning experience at a location established in the state by the entity, whether established directly or under the auspices of another entity or an institution.

Does the institution have a physical presence through which a program of education or credit-bearing course work is offered utilizing some form of distance education other than the main campus:

within state boundaries	<input type="checkbox"/> yes	<input type="checkbox"/> no
in another state(s)	<input type="checkbox"/> yes	<input type="checkbox"/> no

Does the institution currently have veterans training approval in a state(s) for any form of distance education. If yes, indicate the state(s) and State Approving Agency(s) that granted veterans training approval and the date of such action.

Check and describe in detail all forms of distance education that the institution utilizes for instructional purposes:

☐ Live, two-way instruction by way of interactive telecommunication  
☐ a. Within state boundaries only  
☐ b. To or from out-of-state site(s)/entity(s)

☐ Taped instruction over cable television  
☐ a. Within state boundaries only  
☐ b. To or from out-of-state site(s)/entity(s)

☐ On-line course instruction using personal computer  
☐ a. Within state boundaries only  
☐ b. To or from out-of-state site(s)/entity(s)

☐ Other, please describe

## I. Institutional Commitment

### **A. Role and Mission**

1. Describe how the delivery of distance education is consistent with the institution's role and mission.
2. Describe the institutional approval process that ensures the appropriateness of distance education as a valid mode to meet the program's objectives.

### **B. Student Services**

1. Describe the manner in which potential students are advised about each of the following regarding the distance education program(s):
  - a. Curriculum description
  - b. Course and degree requirements
  - c. Faculty-student interaction
  - d. Required technical skills and/or competencies
  - e. Required technical equipment
  - f. Institutional policies regarding standards of progress as they apply to the distance education program
  - g. Availability of academic support services
2. Describe the process used to screen or assess the backgrounds of students for their suitability for participation in this particular delivery mode.
3. Explain how enrolled students will receive information, which describes reasonable and adequate access to student services to support their learning.
4. Describe the advertising, recruiting, and admissions materials used to accurately represent the program and the available services.

### **C. Faculty Support**

1. Describe the training that faculty receive regarding the delivery of instruction by way of distance education.
2. Describe faculty support services specifically related to the distance education mode of delivery of the program.
3. Describe the faculty evaluation process employed with regard to teaching effectiveness regarding the delivery of distance education.

#### **D. Institutional Support**

1. Describe financial and technical institutional commitment to ongoing support and continuance of the program for a sufficient period to enable students to complete a degree.
2. Describe institutional commitment to appropriate learning resources such as library services, which are available to students.

### **II. Curriculum and Instruction**

1. Describe the process used to ensure that learning outcomes attained are consistent with similar degree programs offered on campus.
2. Describe the methods used by faculty members to communicate with students and how students communicate among themselves.
3. Describe how faculty is selected to design, deliver, and oversee programs offered by any form of distance education.
4. Describe the evaluation of credit earned through distance education within the institution or at another institution. Make note if credit earned through the distance education mode is treated differently from credit earned through residential instruction.

### **III. Evaluation and Assessment**

1. Describe the process used to evaluate a program delivered through distance education for educational effectiveness with regard to:
  - a. Assessment of student learning outcomes
  - b. Student retention
  - c. Student and faculty satisfaction
2. Describe how the institution will provide assessment and documentation of student achievement in each course, and at the completion of the program. Description must include any interim progress reports utilized by the institution, grading system, and length of time to complete each course.

### **IV. Security**

1. Describe the process used to ensure that the identity of students in distance education program(s) is securely maintained and consistently verified.
2. Describe the process used to ensure that academic integrity is maintained with regard to test taking procedures for students enrolled in any form of distance education.